



**Informational Bulletin 2019-01**

July 29, 2019

To: Licensees required to comply with Materials Safety and Security, Oregon Administrative Rule 333-125-0080, Procedures for Processing of Fingerprint Checks

From: David M. Howe, Program Director  
Radiation Protection Services

**Subject: New Voluntary Service, Fingerprint Cards Process Improvement**

The Center for Health Protection, Radiation Protection Services is releasing this informational bulletin to advise radioactive material licensees who are required to submit fingerprint cards to the U.S. Nuclear Regulatory Commission (NRC), may now utilize a new service to receive results via electronic means.

The licensee's Reviewing Official may now opt to utilize this voluntary service to receive reports of fingerprinting results electronically after the submission of the hard-copy fingerprint card to the NRC. Enclosed is the Digital Fingerprint Card Results Informational Flyer to provide instructions how the Reviewing Official can be approved to receive the electronic service.

Oregon Health Authority, Radiation Protection Services encourages Reviewing Officials to take advantage of this new process improvement which is at no cost to the licensee.

If you need further clarification, please feel free to contact the NRC's Help Desk at 866-672-7640; or Todd S. Carpenter, Radiation Protection Services, (971) 673-0500, email @ [Todd.s.carpenter@state.or.us](mailto:Todd.s.carpenter@state.or.us).

Enclosure:  
New Digital Finger Print Card Results Process Flyer

# NEW Digital Fingerprint Card Results Process<sup>1</sup>

## Getting to Paperless

The U.S. Nuclear Regulatory Commission (NRC) has a new voluntary service for materials licensees who possess risk-significant quantities of radioactive material that submit fingerprints for a Federal Bureau of Investigation (FBI) identification and criminal history records check. The NRC Criminal History Program staff is going **green** by being able to now return results via electronic means to those materials licensees who submit hard-copy fingerprint cards for processing.

### ***What does this mean for you?***

There's no better time than today for fingerprint card submitters (Reviewing Officials (ROs)) to opt for this new process to **gain efficiency and security benefits**. This process will reduce the time between fingerprint card submission and licensees' receipt of the results by eliminating the delay incurred in receiving the results by mail. Additionally, ROs can more securely receive the results without the possibility of this information being inadvertently lost or misplaced during the mailing process. Lastly, this new process improvement is **free!**

### ***How does this work if you opt for this new process?***

1. The approved RO applies to obtain a digital certificate<sup>2</sup>. Criminal History Program staff will verify that the individual applying for the digital certificate is the approved RO on file. Instructions on how to obtain and install a digital certificate are available at the following address: <https://pki.nrc.gov/ecs/apps/eie/dcc-eie-ch.html>.
2. Following digital certificate installation, the RO may log into the EIE Criminal History system at the following address: <https://eie.nrc.gov/eie/ch/app.eie>. Upon first log-in, the RO will be asked to acknowledge the system 'Rules of Behavior' instructions and will then be taken to the user profile page which includes an opportunity to request that the certificate be affiliated with the user's facility. Criminal History Program staff will enable the affiliation and send a confirmation e-mail to the RO.
3. Following the RO's submittal of a hard-copy fingerprint card, this new **fast and paperless** process will result in the RO receiving the FBI fingerprint result via secure e-mail link.
4. The RO may then open the link in the e-mail notice to download the results to its local desktop. PLEASE NOTE: This link will be disabled after 14 days and the results report will be deleted from the EIE system. The RO must make local copies of reports that it wishes to retain for recordkeeping purposes.

Please don't hesitate to contact the NRC Help Desk at 866-672-7640 for assistance in acquiring and installing a new certificate, if necessary. Detailed questions about the steps in the process can be directed to Doreen Turner in the Criminal History Program ([Doreen.Turner@nrc.gov](mailto:Doreen.Turner@nrc.gov) or 301-415-7553).

<sup>1</sup> Nuclear Regulatory Commission.

<sup>2</sup> Regardless of whether a digital certificate has previously been issued by the NRC to the fingerprint card submitter (the RO) for use of another system (such as the National Source Tracking System, Web-Based Licensing, etc.), a new certificate will need to be issued.